

**DESIGNATE BY CIRCLING APPROPRIATE FUNCTIONAL CATEGORY\*  
(CONTACT PRIVACY OFFICER AT X6446 FOR QUESTIONS)**

**MINIMUM NECESSARY STANDARDS**

**FUNCTIONAL CATEGORIES IDENTIFYING APPROPRIATE LEVELS OF ACCESS TO PROTECTED HEALTH INFORMATION (PHI)**

<b>Functional Categories (Class of Persons)</b>	<b>Type of Protected Health Information Accessible</b>	<b>Allowable Systems of Records for Limited Access</b>	<b>Conditions for Access to Information</b>
Direct Care Providers	Entire Medical Records		Treatment of Individuals
Department of Veterans Affairs (VA) Researchers	Entire Medical Record including research records		Activities as approved by an Institutional Review Board or Privacy Board; Preparatory to research
Indirect Care Providers	Entire Medical Record, where necessary to complete assignment		In support of treatment of individuals (i.e., lab, x-ray, etc.)
Business Office Administrative	Limited Medical Record	23VA163, 24VA136, 33VA113, 54VA17, 79VA19, 89VA19, 114VA17	For oversight of reimbursement, payment and financial services
Health Information Support Services	Entire Medical Record, where necessary to complete assignment		Assign diagnostic codes to transcribe, file, release information, provide or input registry data
Quality, Oversight and Investigations	Entire Medical Record including research records		Medical inspections, investigations, complaint review and resolution, quality reviews and compliance, congressional response
Safety	Limited Medical Record	04VA115, 24VA136, 32VA00, 33VA113, 34VA12, 79VA19	Patient safety, radiation safety and environmental safety, biomedical safety
Security	Entire Medical Record including research records		Monitoring and tracking of security issues
Operations Support and Environmental Services	No need for access		Contracting, Human Resources Acquisitions, Environmental, Engineering, Employee Education Service, Forms, Publications, Library
Leadership and management	Entire Medical Record including research records, where necessary to complete assignment		Operation and management, executive decisions for health care operations
Administrative Support	Limited Medical Record, where necessary to complete assignment	04VA115, A23VA163, 24VA136, 32VA00, 33VA113, 54VA17, 79VA19, 89VA19, 114VA17	Administrative support, medical media, public affairs, mail room, telecommunications, information desk, ward clerk, clinic clerk
Eligibility and Enrollment Staff	Limited Medical Record	23VA163, 24VA136, 33VA113, 54VA17, 69VA131, 79VA19, 89VA19, 93VA131, 105VA131	For enrollment, eligibility, income and insurance verification
Information Technology	Entire Medical Record including research records, where necessary to complete assignment		Computer Systems Maintenance and Support
Veterans Canteen Service	No need for access		Cafeteria, Retail Store
Volunteer Services (not covered elsewhere)	Limited Medical Record	24VA136, 79VA19	Transportation and other services

*\*Designation will be performed annually in conjunction with the performance rating cycle (or conducted at the time an employee changes positions, OR significant changes occur in current position).*

**I understand that my access to PHI is authorized and/or limited based on this designation and that PHI will be accessed for official purposes only**

**DATE REVIEWED WITH SUPERVISOR:** \_\_\_\_\_

**SIGNATURE OF EMPLOYEE:** \_\_\_\_\_

**SUPERVISOR'S SIGNATURE:** \_\_\_\_\_

**(Forward original to HR; copy to ISO)**